
RATIFICATION

This policy was ratified by the active membership on March 3, 2025.

SUPERSESSON

This is the first version of the Policy on Signature Booklets.

SIGNATURE BOOKLET SPECIFICATION

In accordance with the candidacy requirements defined by the Bylaws of the Chapter, this page, and the seventeen(17) pages that follow shall constitute the official specification, instructions, and answer key for signature booklets prepared and submitted to the Kansas Gamma Chapter of Tau Beta Pi by student candidates for membership. The Chapter considers each signature booklet as an application for membership in Tau Beta Pi. To ensure objective consideration of all applications, the requirements herein shall be rigidly followed. Every word herein and hereafter shall be considered part of the Policy on Signature Booklets, and as such is subject to the approval of the active membership of the Chapter.

COMMENTARY ON SIGNATURE BOOKLETS

Signature books have long been a part of the candidacy process in the Kansas Gamma Chapter. As a matter of fact, the earliest evidence of signature books being completed by our affiliate organizations at K-State is a March 1941 Sigma Tau (Epsilon) signature book formerly belonging to John M. St. John. This booklet was located at Tau Beta Pi Headquarters in Knoxville as of December, 2023.

Over the years, requirements have often fluctuated. In fall 2023, it became apparent that a standardized set of requirements for signature book templates was needed. In fall 2024, a candidate was turned away for failing to fully complete their signature book, but the grading process was ambiguous and subjective. In December 2024, as part of a major reorganization effort, the Chapter passed a new revision of its bylaws adding a requirement for a policy on signature books.

Thus, this policy now exists to accomplish a few things: Firstly, it maintains a standard for all signature booklets; secondly, it provides transparency and agency for the membership to have direct input and approval over all the requirements of the signature booklets; finally, it standardizes the answer key and distribution of points, which makes the graders' jobs much easier to complete objectively.

TAU BETA PI – KANSAS GAMMA CHAPTER SIGNATURE BOOK INSTRUCTIONS

- A. Create a professional 8.5" x 11" book to collect signatures of faculty and current Tau Beta Pi members. Collecting signatures allows you to meet Tau Bates and learn more about their experiences in the honor society. Please let the signees learn a little about you. You must take this signature book seriously if you want to join the ranks of Tau Beta Pi via the Kansas Gamma Chapter. **Signature books are graded on a pass-fail basis for both completeness and compliance with the requirements described herein. Note that the electee exam is graded for accuracy.**
- B. Years ago, one of Kansas Gamma's former advisors, Dr. Julia Keen, established the tradition of candidates bringing small individually wrapped candies in exchange for each person's signature. This is important, and they will be expecting it.
- C. Your signature book **shall be spiral bound with a durable coil and a clear plastic outer cover**, which can be done at the K-State Student Union print shop for a minimal expense (less than \$5). Save yourself some hassle and have the book bound before you begin to fill it out. Just inside the clear front cover, there shall be a white sheet of paper (inner cover) containing the following information **TYPED** in Tw Cen MT font in the order listed below:
- a. "Tau Beta Pi"
 - b. The Bent (Tau Beta Pi logo).
 - c. Your name
 - d. Your initiation semester
- D. The cover page shall be immediately followed by one blank page.
- E. The third page must include the following information **TYPED** in Tw Cen MT font in the order listed below:
- a. "Tau Beta Pi"
 - b. "Kansas Gamma Chapter"
 - c. "Kansas State University"
 - d. Your name
 - e. Your major
 - f. "Initiation" followed by your initiation semester (Ex. "Initiation – Spring 2023")
 - g. "Graduation" followed by your expected graduation date (Ex. "Graduation – Fall 2026")
- F. The next few pages will be the Profile Form and Electee Exam, in that order. Complete the Profile Form and Electee Exam **BY HAND**. You may find the answers by talking to other Tau Bates (especially officers), the internet (www.tbp.org), or by any other means. This exam is not meant to be difficult, but your answers must be precise, and some answers may not be immediately obvious; procrastination is not your friend here. Recall that you are invited to join the premier engineering honor society representing the highest caliber of engineering students. Those at the top of the engineering profession make neat, accurate, and timely submissions. A lack of effort shown during the electee exam suggests a lack of interest in the Association, which will lead to disqualification during the grading of signature books.
- G. The next section begins with the 1926 Tau Beta Pi Eligibility Code, which **YOU MUST READ**. It is followed by the character evaluation, which must be completed **BY HAND**. If any of the questions do not apply to you, then you must make a note of that on the form.
- H. The next section contains the signature lists in the order provided by this document. You will need to visit Tau Beta Pi faculty members' offices to obtain their **name, signature, and school where they were initiated** (i.e. Kansas Gamma, Missouri Alpha, etc.). To complete the faculty signature list, **Clearly print the faculty member's name and school yourself**. Then have the individual sign it. When getting the TBP faculty members' signatures, please pay attention to office hours and **do not send mass emails**.

- I. Collect the following signatures:
- All faculty advisors' signatures. (You will be looked on extra favorably if you manage to obtain all advisors' signatures)
 - 5 faculty member signatures along with one piece of advice they would give to undergraduate students or one thing they are glad they did during their time in college. You shall notify the Chapter President if you find any Tau Bates not included on the provided list.
 - 5 current member signatures along with one piece of advice they would give to underclassmen or one thing they are glad they did during their time in college.
- J. The last page of the book should be a blank page.

Summarized Table of Contents

1.	Clear plastic cover sheet	
2.	Inner cover sheet with prescribed information	(TYPED – Tw Cen MT)
3.	Blank sheet	
4.	Sheet with prescribed information	(TYPED – Tw Cen MT)
5.	Profile form	(COMPLETED BY HAND)
6.	Electee exam	(COMPLETED BY HAND)
7.	1926 Tau Beta Pi Eligibility Code	
8.	Character evaluation	(COMPLETED BY HAND)
9.	Advisor signatures	(COMPLETED BY HAND)
10.	Faculty & student member signatures	(COMPLETED BY HAND)
11.	Advice from faculty members	(COMPLETED BY HAND)
12.	Advice from student members	(COMPLETED BY HAND)
13.	Blank sheet	
14.	Black rear cover	

Important Notes

- You shall not include the signature book instructions in your finished book.**
- All sheets shall be of white paper measuring 8.5" x 11" except as provided in the list above.
- The pages in your book shall be single sided.
- The font used for the typed portions of your signature book shall be "Tw Cen MT" as that is the font used throughout the form templates and electee exam. **You will be disqualified if you submit a signature book with another font.**
- Check** and **double check** that you have satisfied all requirements herein **before** submitting your signature book. It will be a painful experience if you go through the trouble of collecting signatures just to be disqualified for failing to include a blank sheet or for using an improper font.
- These requirements may seem trivial or tedious, but Tau Beta Pi did not become the prestigious organization it is today by accepting every applicant. To join, you must prove that you are an applicant of the highest caliber by fulfilling all candidate requirements, be they big or small. The Kansas Gamma Chapter is committed to preserving the integrity of Tau Beta Pi by initiating only the finest candidates.
- You should reach out to an officer with any concerns or questions you have about your signature book or about the initiation process in general. Officers can be a great resource while completing your exam.

Signature Booklet Grading

- Signature booklets are graded on a 100-point scale. A score of 90% (90/100) or above shall represent a passing grade. The points are distributed as follows:

○ Profile Form	2 points (completion)
○ Electee Exam	40 points
○ Character Evaluation	23 points
○ Advisor Signatures	15 points
○ Faculty & Student Signatures	20 points
○ Total	100 points

- Failure to **fully complete** the signature booklet will result in a 10-point reduction and therefore automatically lower the candidate to the disqualification threshold.
- **Fully completed means:**
 - **Having provided all relevant information within the profile form**
 - **Answering all questions within the Electee Exam and Character Evaluation**
 - **All required signatures are obtained (unless exceptions are approved)**
 - **Submitted on or before the final due date**

Breakdown of Points per Categorical Descriptions

- **Electee Exam:**
 - The electee exam is graded for accuracy. Answers provided by the candidate will be cross referenced with the official answer key to ensure that answers are satisfactory.
 - Points shall be awarded as shown on the official answer key. Note that partial points are awarded for many of the answers to electee exam questions. (i.e. the correct answer to a question with a total possible score of one point may contain either one or multiple specific points of information.)
 - The Membership & Regalia Committee shall make any needed determinations of accuracy.
 - Grades are final, and each eligible candidate shall take the electee exam only once per semester.
- **Character Evaluation:**
 - The character evaluation will be graded for completion in accordance with the point distributions shown on the official answer key. Generally, if a candidate's answer to a character evaluation question touches on all points of the question, then they will receive full credit for the question.
 - The official answer key provides a bullet list associated with each question that will help the reviewing party objectively score each response.
- **Advisor Signatures:**
 - Each faculty advisor's signature is worth 5 points. Only three faculty advisor signatures are required and there is the potential for 5 bonus points if the candidate obtains a signature from a non-faculty advisor. (Exceptions for advisor signature requirements may be made at the discretion of the Membership & Regalia Committee)
- **Faculty and Student Signatures:**
 - As provided above, failure to acquire any of the following signatures will result in a 10-point penalty.
 - Each faculty and student signature obtained will count for 1 point. Candidates are required to obtain 5 faculty signatures and 5 student signatures in this section.
 - Each instance of faculty or student advice will count for 1 point. Candidates are required to obtain 1 piece of advice from each of the 5 students and 5 faculty who signed their booklet.

**TAU BETA PI – KANSAS GAMMA CHAPTER
STUDENT PROFILE**

Name..... First: _____

Middle: _____

Last: _____

Email..... School: _____

Personal: _____

Phone Number..... Cell: _____

Favorite Color..... Color: _____

Favorite US State..... State: _____

Favorite Engg Course..... Course Name: _____

Local Address..... Line 1: _____

Line 2: _____

City: _____ State: ____ Zip: _____

Permanent Address..... Line 1: _____

Line 2: _____

City: _____ State: ____ Zip: _____

Parent One..... Name: _____

Line 1: _____

Line 2: _____

City: _____ State: ____ Zip: _____

Parent Two..... Name: _____

Line 1: _____

Line 2: _____

City: _____ State: ____ Zip: _____

**TAU BETA PI – KANSAS GAMMA CHAPTER
ELECTEE EXAM**

1. List the current officers of Kansas Gamma and their majors.

<u>Office</u>	<u>Name</u>	<u>Major</u>
President		
Vice President		
Secretary		
Treasurer		
Director of Awards		
Director of Events & Programs		
Director of Membership & Regalia		
Director of Public Relations		

2. When and where was the Tau Beta Pi Engineering Honor Society founded? (1)

- ☐ (0.5) June 15th, 1885
- ☐ (0.5) Lehigh University

3. On what date was the Kansas Gamma Chapter chartered at K-State? (1)

- ☐ (1) January 27th, 1974

4. In what city and state is the headquarters of Tau Beta Pi currently located? (1)

- ☐ (0.5) Knoxville
- ☐ (0.5) Tennessee

5. Before merging with Tau Beta Pi, high achieving K-State engineering students were often members of a different national engineering honor society. What was the name of that organization (including our local chapter's name) and why did the two organizations merge? (2)

- ☐ (0.5) Sigma Tau Engineering Honor Society, or Honorary Engineering Fraternity)
- ☐ (0.5) Epsilon Chapter
- ☐ (1) The two merged as it was believed a single, strong honor society would better serve the engineering profession.

6. What is the symbol of the organization from the last question? (hint: FULLY DESCRIBE the monument near the Southeast corner of Durland Hall). (1)

- ☐ (0.5) A pyramid with a thru-rail section
- ☐ (0.25) Eight-Pointed Star
- ☐ (0.25) Greek letters Sigma and Tau

7. What is the symbol of Tau Beta Pi? Explain its significance. (hint: think structural engineering) (2)

- ☐ (1) Symbol: The bent of a trestle
- ☐ (1) From the TBP Info Booklet: The bent of a trestle is key to giving the structure its integrity and thus symbolizes the integrity of Tau Beta Pi's members.

8. What are the ideals of Tau Beta Pi as stated in the preamble of our Constitution? In other words, please write below, in full form, the full preamble of the Constitution of Tau Beta Pi. (1)

- ☐ (1) Answer contains: "To mark in a fitting manner those who have conferred honor upon their Alma Mater by distinguished scholarship and exemplary character as students in engineering, or by their attainments as alumni in the field of engineering, and to foster a spirit of liberal culture in engineering colleges."

9. What is the Association's complete set of academic eligibility requirements to be considered for Tau Beta Pi membership as an undergraduate? (2)

- ☐ (0.75) Top 1/8th of Junior class
- ☐ (0.75) Top 1/5th of Senior class
- ☐ (0.5) Be pursuing an eligible undergraduate engineering program

10. Name 5 distinguished Tau Bates and what distinguishes them (at least 1 from K-State). (5)

- ☐ (1) Distinguished Tau Bate with supporting reasoning
- ☐ (1) Distinguished Tau Bate with supporting reasoning
- ☐ (1) Distinguished Tau Bate with supporting reasoning
- ☐ (1) Distinguished Tau Bate with supporting reasoning
- ☐ (1) Distinguished Tau Bate from K-State with supporting reasoning

These are the two distinguished KS-Gamma alumni per the TBP website. This list is subject to change, so all responses posted by candidates should be verified.

- 1) G.P. Bud Peterson, Kansas Gamma '75 (Tau Bates who have served as president or chancellor of their academic institution. He served at the University of Colorado at Boulder)
- 2) Carl R. Ice, Kansas Gamma '79 (Tau Bates are leaders in society in numerous areas, including many of the top corporations in the U.S.: president and CEO (2010-20), BNSF Railway)

11. How many Tau Beta Pi districts are there? Which district does Kansas Gamma belong to? (2)

- ☐ (1) 16 districts
- ☐ (1) Kansas Gamma is in District 9

12. Name 3 other schools in our district. Provide their chapter code followed by the name of their institution. (Ex: KS Gamma at Kansas State University) (3)

- ☐ (3) Three of the following are listed:

AR A	University of Arkansas
AR B	University of Arkansas at Little Rock
KS A	The University of Kansas
KS B	Wichita State University
KS G	Kansas State University
MO A	The University of Missouri-Columbia
MO B	Missouri University of Science and Technology
MO G	Washington University
MO D	The University of Missouri-Kansas City
MO E	Saint Louis University
NE A	University of Nebraska-Lincoln
OK A	University of Oklahoma
OK B	The University of Tulsa
OK G	Oklahoma State University

13. The letters of KS Hill have long been maintained by Tau Beta Pi. When were each of them constructed and when did Tau Beta Pi take over care of the hill? (3)

- ☐ (1) The K was built on May 19th, 1921.
- ☐ (1) The S was built on May 30th, 1930.
- ☐ (1) Tau Beta Pi took over care of the hill in 1974

14. Have you read our Chapter Bylaws? (1) → <https://www.tbp.org/off/Bylaws/KS%20G.pdf> ←

- ☐ (1) Yes

15. Which section of the KS-Gamma Bylaws details the breakdown of your membership fee? What will the chapter fee be for 2027-2028 fiscal year? (2)

- ☐ (1) Bylaw IX, Section 9.01
- ☐ (1) Chapter fee in 2027-2028 fiscal year will be \$50

16. Which KS-Gamma Bylaw defines the candidacy process? According to that Bylaw, which committee is responsible for reviewing signature booklets? (2)

- ☐ (1) Bylaw VII
- ☐ (1) Membership & Regalia Committee reviews the booklets

17. Which KS-Gamma Bylaw defines your membership duties? (1)

- ☐ (1) Bylaw V

18. Which section of the KS-Gamma Bylaws details the frequency of regular chapter meetings? Regular meetings will be held twice a month excluding which months? (2)

- ☐ (1) Bylaw III, Section 3.04
- ☐ (1) There are two meetings per month, excluding the first and last months of the academic semester.

19. Fill in the blanks from the Tau Beta Pi Constitution (8):

Article I, SECTION 2.

Candidates for membership shall meet the Constitution's scholarship provisions and shall have exemplary character as enunciated in the Association's **(1) Eligibility Code**.

Article I, SECTION 5(b).

A member **(1) suspended or expelled** by the Council may appeal the case to the next Convention, and that member shall have the right to be heard by the Convention and to plead the member's own cause. The Convention shall affirm or modify the Council's action.
(note that suspensions and expulsions are rare; the Association has a detailed policy on this)

Article III, SECTION 1.

Each collegiate chapter shall have an **(1) exemplary character evaluation** procedure as enunciated in the Eligibility Code, which shall include reading the Eligibility Code at the time of character evaluation, be submitted to and approved by the Council, and be contained in the chapter's **(1) bylaws**

Article VII, SECTION 2(c).

A member will become inactive by the affirmative vote of five-sevenths of the **(1) Advisory Board** or as provided in the chapter's bylaws.

Article XIV, SECTION 1.

The motto, symbolized by



shall not be made public, but, with the **(1) rituals**, shall be handed down traditionally.

Article XIV, SECTION 6.

Official publications shall be known as The **(1) Bent** of Tau Beta Pi and The **(1) Bulletin** of Tau Beta Pi.

TAU BETA PI – KANSAS GAMMA CHAPTER ELIGIBILITY CODE OF TAU BETA PI

Adopted by the 1926 Convention

In order that there may be a more uniform basis for selection of members for Tau Beta Pi, these suggestions are offered. It is expected that a copy of this statement be given to each active member before every election, and it may at times serve as a general expression of our policy in the selection of members.

It is the purpose of the Society to mark in a fitting manner those who have conferred honor upon their alma mater by distinguished scholarship and exemplary character as students, or by their attainments as alumni.

Distinguished scholarship, while the primary requisite for admission, must not be considered the sole criterion.

After the scholastic requirements have been fulfilled, the selection shall be based on integrity, breadth of interest both inside and outside of engineering, adaptability, and unselfish activity.

We consider that true integrity is the sine qua non for membership in Tau Beta Pi, that it transcends in importance scholarship, activity, and every other qualification. Without private and public integrity, we believe that no organization is worthy of existence. Under integrity, we include honor and high standards of truth and justice. Breadth of interest sufficient for eligibility in this Association will enable people to maintain their positions in their community by the exercise of qualities other than engineering ability.

True engineers must be able to adapt themselves ingeniously to all circumstances and conditions, making them conform to the desired purpose.

The rating of people on the degree of unselfish activity manifested, is intended to indicate that Tau Beta Pi believes that none can become worthy engineers without the welfare of associates, organizations, and the community at heart. It is furthermore expected that they display willingness to aid and assist in worthy causes by their actual campus record. However, the fact that people may not have shown unselfish activity to an appreciable degree throughout their courses of study is no infallible indication that they would not if the opportunity offered. The most conspicuous illustrations of this are those students who are self-supporting, for which due allowance must be made and due credit given. In fine, it is in this capacity for the unstinted giving of their best, without thought of remuneration, that we believe lies one of the most sensitive tests for determining candidates' rights to bear the name and wear the Bent of Tau Beta Pi.

**TAU BETA PI – KANSAS GAMMA CHAPTER
CHARACTER EVALUATION**

1. Have you read the attached Tau Beta Pi eligibility code? (1)

☐ (1) **Yes → An answer of no gives grounds for disqualification**

2. Tau Beta Pi aims to promote integrity and excellence in engineering. What have these terms meant to you in your life? (2)

☐ (1) **Descriptions of excellence & integrity**

☐ (1) **Connection to their life or experiences**

3. Describe an accomplishment that you are most proud of. (1)

☐ (1) **Describe an experience**

4. What are you hoping to get out of being a member of Tau Beta Pi? (1)

☐ (0.5) **Description of what they hope to gain (0.5)**

☐ (0.5) **Do they have ties to our values of exemplary character and distinction?**
○ **Networking, regalia, involvement, etc.**

5. Name two of your core values that are necessary for exemplary character. Can you give us a concrete example of a time that you have displayed these? (3)

☐ (1) **Do they name 2 different values?**

☐ (1) **Do they give an example for each value stated?**

6. Describe the funniest thing that happened to you recently. (1)

☐ (1) **Do they describe something that has happened to them?**

7. Why did you choose to study your specific field of engineering? (1)

☐ (1) Do they give any description/insight into why they chose their field?

8. What and how do you hope to contribute and engage with the Kansas Gamma Chapter? (2)

☐ (1) Do they talk about what they want to contribute?

☐ (1) Do they talk about how they are going to contribute?

9. If you were on an island and could only bring 3 things with you, describe what you would bring and why. (3)

☐ (1) Thing #1 with reasoning provided

☐ (1) Thing #2 with reasoning provided

☐ (1) Thing #3 with reasoning provided

10. What are your extracurricular activities and hobbies? (2)

☐ (2) Did they list their involvements or interests?

11. If you were to plan or chair a Tau Beta Pi event or program, what would it be and why? (2)

☐ (1) Did they describe an event or program?

☐ (1) Did they detail why they would want to do the given event?

12. Give an example of a time that you failed to meet your own or someone else's expectations, and how did you respond? (2)

☐ (1) Did they give an example?

☐ (1) Did they reflect on the example (did they talk about it/how they responded)?

13. What are your strongest and weakest traits? (2)

☐ (1) Did they list 1+ strong traits?

☐ (1) Did they list 1+ weak traits?

**TAU BETA PI - KANSAS GAMMA CHAPTER
ALUMNUS ADVISORS**

Asst. Dean Andy Fund - Engineering Student Services

Signature: _____

Initiating Chapter: _____

Prof. Paul Snider – College of Engineering

Signature: _____

Initiating Chapter: _____

Dr. Joshua Weese - Computer Science

Signature: _____

Initiating Chapter: _____

Katie Lilly – KDOT Junction City (Optional – Bonus Points)

Signature: _____

Initiating Chapter: _____

**TAU BETA PI – KANSAS GAMMA CHAPTER
FACULTY MEMBERS**

<u>NAME</u>	<u>SIGNATURE</u>	<u>CHAPTER</u>
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1. _____

2. _____

3. _____

4. _____

5. _____

**TAU BETA PI – KANSAS GAMMA CHAPTER
STUDENT MEMBERS**

<u>NAME</u>	<u>SIGNATURE</u>	<u>INITIATION SEMESTER</u>
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1. _____

2. _____

3. _____

4. _____

5. _____

**TAU BETA PI – KANSAS GAMMA CHAPTER
ADVICE FROM FACULTY MEMBERS**

1.

2.

3.

4.

5.

**TAU BETA PI – KANSAS GAMMA CHAPTER
ADVICE FROM STUDENT MEMBERS**

1.

2.

3.

4.

5.